



CITY OF HIGHLAND PARK

Office of the City Clerk

| | |
|----------------------|--------------------|
| CITY CLERK USE ONLY: | |
| License Number _____ | Date Mailed: _____ |

12050 WOODWARD AVE., HIGHLAND PARK, MI 313.252.0050 EXT. 223

Brenda Green
City Clerk

APPLICATION FOR BUSINESS LICENSE

(Please complete and return ALL pages)

The undersigned hereby applies for a license under the provisions of Ordinance No. 802 of the City of Highland Park. It is understood by the applicant that any license granted upon this application shall be revocable at the will of the Council of the City of Highland Park. **Failure to complete this application truthfully and in its entirety is basis for denial of the issuance of the business license.**

License year is **May 1st - April 30th** / All Business Licenses expire April 30th / Payment of fees **must** accompany this application

FEES ARE NON-REFUNDABLE

Note: Any debt to the City of Highland Park must be paid **before** a license is issued.

****New businesses require verification of occupancy and may NOT open for business until Business License is received****

☐ New ☐ Renewal

☐ Check box for changes, please note page(s) and item number(s): _____

Date: _____

1. Business Name _____ Tax # _____

Name business is to be conducted under (*if different from above*) _____

2. Business Street Address _____ Phone (____) _____

Mailing Address: _____

Web address: _____ Email address: _____

3. Manager's Name _____ Cell/Home Phone (____) _____
(**NEW** businesses must submit copy of owner's photo identification)

4. Owner's Information: Name: _____

Home Address _____ City _____ Zip _____

5. Nature and type of business proposed to be conducted, and manner of operation: _____

If operating a Rooming/Boarding House: number of occupants _____

6. Hours of Operation: _____ Number of employees: full-time _____ part-time _____

7. Nature, character, and quality of goods, wares, merchandise or services to be sold or offered for sale: _____

8. Will you store dangerous chemicals or materials on site? No ☐ Yes ☐ If yes, please describe _____

9. Building Alarmed? No ☐ Yes ☐ Alarm Company Name _____ Phone (____) _____

I hereby affirm that the information I have provided is true and correct. Must be signed by manager or owner.

Signature _____ Date _____ ☐ Manager ☐ Owner



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DISCLOSURE PAGE

Must be completed yearly

1. Business Name _____ Owners Name _____
(If corporation see #3)

2. Owner's Contact Information: Cell/Home Phone (____) _____ Email address: _____

3. Corporation name and mailing address: _____

Contact for Corporation: Name _____

Title: _____

Cell/Home Phone (____) _____

4. Did you purchase an existing business? No ☐ Yes ☐ Previous Business Name _____

5. Date of Occupancy? _____

6. Are you the owner of the property? Yes ☐ No ☐ (If no, complete "a" below) (copy of lease/deed required for new business)

a. Property owner's **complete** information:

Company: _____

Contact: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____

7. Does business owner/corporation currently operate another business in this or any other state? No ☐ Yes ☐

8. Prior to this business, have you previously done business in the City of Highland Park? No ☐ Yes ☐ (If yes, complete grid)

| When | Address of Previous Business | Previous State Tax I.D. and/or State Tax Number |
|------|------------------------------|---|
| | | |
| | | |

9. Has the business owner ever had a business license revoked or suspended? No ☐ Yes ☐ (If yes, please provide the following)

Business Name _____

Address _____

Reason(s) for revocation or suspension _____

10. Any prior criminal/misdemeanor convictions or violation of any municipal ordinance for any applicant, partner or corporation officer? No ☐ Yes ☐ (If yes, attach a separate sheet for each individual detailing the dates of conviction(s), nature of the crime(s) and court or tribunal where the matter was adjudicated.)

I, **PLEASE PRINT** _____, do hereby acknowledge and subscribe to the foregoing instrument and declare all statements to be true. I authorize the City of Highland Park, its agents, and employees to seek information and conduct an investigation to verify the veracity of the information provided, including record checks of all individuals listed on this application.

Applicant's Signature _____ Date _____

BUSINESS LICENSE FEE SCHEDULE

(Please check all that apply)

Basic License and Fire Inspection Fees are required of **all** businesses in **addition** to the applicable specific License Fee(s).

Please make checks or money orders payable to “**City of Highland Park**” and mail to:

City Clerk's Office
City of Highland Park
12050 Woodward Avenue
Highland Park, Michigan 48203

| <u>Type of License</u> | <u>Fee</u> | <u>Type of License</u> | <u>Fee</u> |
|---|---------------|---|---------------|
| <input checked="" type="checkbox"/> BASIC (All Applicants) | 100.00 | <input checked="" type="checkbox"/> FIRE INSPECTION (All Applicants) | 150.00 |
| <input type="checkbox"/> Background Check (<i>New Applicants</i>) | 10.00 | <input type="checkbox"/> Restaurant / Microwave | 100.00 |
| <input type="checkbox"/> Cabaret – Class A (Night Club) | 175.00 | <input type="checkbox"/> Rooming/Boarding House: | |
| <input type="checkbox"/> Cabaret – Class B (Elks/VFW) | 100.00 | <input type="checkbox"/> 1 or 2 | 50.00 |
| <input type="checkbox"/> Cabaret – Class C (Restaurant) | 100.00 | <input type="checkbox"/> 3 or more | 150.00 |
| <input type="checkbox"/> Cigarettes | 20.00 | <input type="checkbox"/> Second Hand Goods (bond required) | 75.00 |
| <input type="checkbox"/> Convalescent Home | 150.00 | <input type="checkbox"/> Second Hand Jewelry (bond required) | 75.00 |
| <input type="checkbox"/> Fingerprints (when required by ordinance) | 20.00 | <input type="checkbox"/> Theater (9 inch screen) | 300.00 |
| <input type="checkbox"/> Gasoline Station | 75.00 | <input type="checkbox"/> Trailer Rental | |
| <input type="checkbox"/> Self Service | 100.00 | <input type="checkbox"/> 1 to 20 | 150.00 |
| <input type="checkbox"/> Pumper | 25.00 | <input type="checkbox"/> 21 or more | 225.00 |
| <input type="checkbox"/> Hotel / Motel | 300.00 | <input type="checkbox"/> Used Auto and/or Parts (bond required) | 100.00 |
| <input type="checkbox"/> Junk Dealer / Buyer (bond required) | 75.00 | <input type="checkbox"/> Vendor's Sticker # _____ | |
| <input type="checkbox"/> Mechanical Amusement Device | | <input type="checkbox"/> Frozen Desserts | 250.00 |
| <input type="checkbox"/> Coin-Operated Mechanical | (set by | <input type="checkbox"/> Handcart | 50.00 |
| <input type="checkbox"/> Coin-Operated Musical | Council) | <input type="checkbox"/> Kiosks (per month) | 75.00 |
| <input type="checkbox"/> Motion Picture Device | | <input type="checkbox"/> Wagon | 100.00 |
| <input type="checkbox"/> Proprietors (Each) | 100.00 | <input type="checkbox"/> Vending Machine(s) | |
| <input type="checkbox"/> Distributors (Each) | 100.00 | <input type="checkbox"/> 1 to 5 | 75.00 |
| <input type="checkbox"/> 1 to 25 Devices | 250.00 | <input type="checkbox"/> 6 to 10 | 100.00 |
| <input type="checkbox"/> 26 to 50 Devices | 300.00 | <input type="checkbox"/> 11 to 20 | 125.00 |
| <input type="checkbox"/> 51 to 75 Devices | 350.00 | <input type="checkbox"/> 21 to 40 | 150.00 |
| <input type="checkbox"/> 76 to 100 Devices | 400.00 | <input type="checkbox"/> 41 to 70 | 175.00 |
| <input type="checkbox"/> 101 to 200 Devices | 450.00 | <input type="checkbox"/> 71 to 100 | 225.00 |
| <input type="checkbox"/> Over 200 | 500.00 | <input type="checkbox"/> Over 200 (each) | 100.00 |
| <input type="checkbox"/> Pawn Shop (bond required) | 300.00 | <input type="checkbox"/> Washing, Cleaning & Polishing Motor Vehicles | 150.00 |
| <input type="checkbox"/> Pool Table | 75.00 | | |
| <input type="checkbox"/> Public Auction / Auctioneers | 125.00 | | |

CITY DEPARTMENTS

NEW businesses require approval from ALL departments / Renewals require only Treasurer and Fire approval.

Department Approval:

Treasurer _____ Date _____

Police Chief _____ Date _____

Fire Chief _____ Date _____

Building Inspector _____ Date _____

City Clerk _____ Date _____

For Use by Clerk's Office

| | |
|--|-----------------------------|
| _____ Disclosure Form - not submitted/incomplete | 1 st notice_____ |
| _____ Owe Personal Property Tax | 2 nd notice_____ |
| _____ Insufficient Payment | 3 rd notice_____ |
| <i>Total due \$</i> _____ | |

Other – _____
